



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 31.2

Subject: Program Operations Responsibilities Regarding Runaways and Escapees

Supersedes: DCS13.13, 11/01/01

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

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Application

To All Department of Children's Services Program Operations Employees.

Authority: TCA 37-1-101; TCA 37-5-106

Policy

DCS case managers shall make a reasonable effort to locate a child/youth who has runaway, escaped, or who has absconded from supervision.

Procedures

A. Case manager's investigation of missing child/absconder

1. If a social services child/youth is reported missing, the home county case manager must conduct a thorough investigation as to the child's last known whereabouts. Such an investigation may include, but is not limited to contact with:
 - a) Contract agency personnel
 - b) Parents, foster parents
 - c) Child's friends
 - d) School personnel
 - e) Police
 - f) Other agencies with which the child/youth may have had contact

2. All efforts to locate the child/youth must be documented in case recordings and entered into the child's TNKIDS electronic record.

**B. Missing children
reporting
procedures**

1. When a social services child/youth is determined to be missing, the jurisdictional law enforcement agency must be immediately notified by telephone and provided with at least the minimal information needed to make the required entry into NCIC (National Crime Information Center) and MCOT (Missing Children of Tennessee).
2. Within 24 hours the home county case manager must ensure that form BI-0083, *Missing/Wanted Child Report for TBI* has been completed and given to the same law enforcement agency and that the child/youth has been entered into the TBI MCOT database and NCIC database with the additional information needed. The home county case manager will be listed as the complainant and contact person on the *TBI Missing Child Report* (form BI-0083).
3. A copy of the *TBI Missing Child Report* (form BI-0083) must be placed in the social services child/youth's case file by the case manager filing the report with law enforcement.
4. When the child/youth is located or when the youth reaches their 18th birthday the home county case manager must notify law enforcement officials to remove the child/youth from NCIC.
5. If a child is placed outside their home county, the home county case manager may enlist the assistance of staff in the county from which the child ran to file the missing child report. Staff assisting the home county case manager shall ensure that a copy of the missing child report is forwarded to the home county case manager.
6. Efforts to locate a missing child/youth shall be ongoing and the home county case manager shall document in the child's TNKIDS electronic record their ongoing efforts to locate a child/youth.

**C. Delinquent youth
as absconders
/escapes**

1. When a juvenile justice youth escapes from a contract agency or foster home, the jurisdictional law enforcement agency must be immediately notified by telephone and provided with at least the minimal information needed to make the required entry into NCIC and MCOT.
2. Within 24 hours of the incident, the home county case manager must ensure that a *Missing/Wanted Child Report for TBI* (form BI-0083) has been completed and given to the same law enforcement agency and that the child/youth has

been entered into the TBI MCOT database and NCIC database with the additional information needed. A delinquent youth will be identified as a "**Wanted Person**."

3. The home county case manager must provide law enforcement officials with a copy of the youth's commitment order at the time the wanted person report is filed.
4. It is the responsibility of the home county case manager to go to the local law enforcement headquarters to file a *TBI Missing Child Report (form BI-0083)* when a delinquent youth has absconded from probation or aftercare supervision for more than 72 hours. The home county case manager must make a copy of the commitment or probation order to give to law enforcement officials at the time of submission of the report.
5. All efforts to locate the child/youth must be documented in case recordings and entered into the child's TNKIDS electronic record.
6. Within 24 hours of notice of an escapee from a youth development center/DCS community program, the home county case manager must file form *CS-0156, Violation Report* with the committing court requesting that an attachment be issued. If the *TBI Missing Child Report (form BI-0083)* was filed in the county of the escape, then no additional NCIC report is necessary.
7. Within 24-hours after receiving notice of an escape from a contract agency or foster home, the home county case manager must file a major violation report with the court in the county where the youth was in placement requesting that an attachment be issued
8. The home county case manager will be listed as the complainant and contact person on the *TBI Missing Child Report (form BI-0083)* and will be responsible for notifying law enforcement to remove the child's name upon apprehension.
9. If a child is placed out side their home county, the home county case manager may enlist the assistance of staff in the county from which the child ran to file the missing child report. Staff assisting the home county case manager shall ensure that a copy of the missing child report is forwarded to the home county case manager.
10. The home county case manager must notify law enforcement officials to remove the youth from NCIC upon apprehension or when they have reached their nineteenth

birthday.

11. Efforts to locate a wanted youth shall be ongoing and the home county case manager shall document in the youth's TNKIDS electronic record their ongoing efforts to locate the youth.

**D. Non-cooperation
by law
enforcement**

1. In some situations local law enforcement may refuse to accept a Wanted Persons or Missing Persons report if the missing child's family is not a residency of their county. If the local law enforcement agency in the county where the escape/runaway took place refuses to accept the report from the case manager, the case manager shall attempt to file the report in the county of commitment.
2. If the county of commitment refuses, the home county case manager will report the refusal to the TBI Missing Children Clearing house at the following telephone numbers:
 - ◆ 24-hour dispatch and after hours – 615 744-4600 (Local)
 - ◆ 1-800-TBI-FIND (800-824-3463) (Statewide)

Forms

CS-0296	Notice of Apprehension
CS-0311	Incident Report
BI-0083	TBI Missing Child Report

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>NCIC</i>	National Crime Information Center